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PPB 71-1918

72-138

7 JAN 1972

MEMORANDUM FOR: Office of Planning, Programming, and
Budgeting

SUBJECT: Revised Personnel Ceiling Allocations for
1972 and 1973

1. As you are aware, during the past few months we have been negotiating with the Office of Management and Budget on personnel limitations to be imposed in accordance with Presidential directives on cutbacks in numbers and average grade of employees. We have been given considerable relief from the original directives. The personnel ceiling reduction of [] to be taken by 30 June 1972 can be taken over a period of 18 rather than 6 months. In other words, it must be accomplished by 30 June 1973. More significantly, we have been relieved of the requirement to roll back average grade of employees by .1 in FY 1972 and an additional .1 in FY 1973.

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2. We are now at the juncture in the program and budget cycle when plans must be made and actions taken to reach the new and reduced personnel ceilings. Unfortunately, we don't have much flexibility to provide relief. We can, of course, make a more gradual phasing of staff reductions between 1972 and 1973. Your revised ceiling allocations for staff personnel for FY 1972 and FY 1973 are:

1972

1973

[]

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The forthcoming 1973 Congressional budget will be prepared in consonance with the levels provided.

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3. A revised staffing complement to reflect the new FY 1973 year-end ceiling should be prepared and submitted to the Office of Personnel not later than 1 April 1972 so that we can begin FY 1973 with a current position structure. The reduced staffing complement must be established at an average grade no higher than currently authorized. Exceptions will be rare indeed and can be considered only when the strongest of justifications is presented. When one activity requires a slight increase, an offsetting reduction in other activities should be planned. You need not prepare a staffing complement based on the revised FY 1972 ceiling, but the level provided will serve as a goal for reduction in on-duty strength to be achieved by 30 June 1972.

4. I believe that escalation of on-duty average grade can be adequately controlled by limiting promotion rates to approximately the same rates experienced last year. You are, therefore, authorized to promote to the extent that Career Service Grade Authorizations will allow or up to 25 percent of the General Service (GS) position strength in your FY 1972 ceiling, whichever is lower.

187 L. K. White

L. K. White
Executive Director-Comptroller

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SUBJECT: Reorganization of the Office of Planning, Programming and Budgeting

Special Assistant to the Director, PFB which is designated as Executive Officer (administration and liaison) has substantially lesser responsibility. The work is limited to administrative support, advisory functions relating to management matters, and special studies on various organization and management matters. This responsibility does not equal that of the other comparable Executive Officer positions at the GS-16 level. Since the position is occupied at the GS-16 level, an appropriate solution would be to establish the position as an incumbency allocation. Also, the GS-11 proposed for the Administrative Staff Chief is higher than justified by responsibilities. This position, now at GS-09, should be retained at this level. The Director, PFB is agreeable to these adjustments.

6. I recommend that you approve the reorganization for the Office of Planning, Programming and Budgeting and the supergrade positions proposed with the proviso that the position of Special Assistant be approved as an incumbency allocation subject to review when the present incumbent leaves the position.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Attachment

The recommendation contained in paragraph 6 is approved:

151 W. E. Colby
W. E. Colby
Executive Director-Comptroller

10 APR 1972

Date

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C/PMCD [] :kb (28 Feb 1972)
OD/Pers/HBFisher:na:para 3 rewritten (31 Mar 1972)

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